## Proposal for a SIDE EVENT

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| **TITLE OF THE EVENT**  …………………………………………………………………………………… | |
| **BRIEF DESCRIPTION**  (*Please specify the topic and a character of an event (lecture, seminar, celebration, etc.) - max 1500 characters. Please note, that technical specifications should be described below. Here, present the idea behind the event.*) | |
| **ORGANIZER** | |
| Name of the organization |  |
| Contact Person |  |
| Phone number |  |
| Email address |  |
| Name and contact of an organization or institution in the Republic of Mauritius that cooperate in organizing your event, if applicable. |  |
| Preferred date and time | Preferred date: ………………………  lunch time (13:00 - 15:00)  evening (after 17:30) |
| **TECHNICAL REQUIREMENTS** | |
| Type of an event | exhibition  seminar  lecture  cocktail  workshop  business lunch  art / theater performance  film projection  other (please describe)……………………………………………………… |
| Number of people expected | ………………….. |
| Seating set up | rows  block  u-shape  other (please describe)………………………………. |
| Technical equipment | microphones (up to 6) ……………..  conference discussion system  additional laptop  projector with screen  additional screen  table (up to 2)………………  interpretation facilities (cabin) |
| Catering needs | *(For catering arrangements, you will be put in contact with a company operating within the Swami Vivekananda International Convention Centre (SVICC))*  Yes  No |
| Comments | |